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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL157AR

MINUTES OF THE MEETING of the  
FINANCE & GENERAL PURPOSES COMMITTEE  
held in the Otho Peter Room, Launceston Town Hall, on Wednesday 4 July 2018 at 7pm

PRESENT: Cllrs Allen, Bailey, Bullen, Conway, Gordon, Keighley, O'Brien, Penhale and Young  
In attendance: Helen Gribble (RFO/Support Services Manager)

**1807/16 Election of Chairman**

Cllr Conway was elected Chairman

**1807/17 Election of Vice Chairman**

Cllr Bailey was elected Vice Chairman

**1807/18 Apologies for absence**

No apologies were received

**1807/19 Declarations of Interest**

Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received.

Interests were declared by Cllrs Conway, Gordon and O'Brien in minute reference 1807/26 The Little Red Bus.

**1807/20 Public Representation Session**

No public representations were made.

**1808/21 Minutes of the last meeting**

The minutes of the meeting of 2 May 2018 were signed as a correct record.

**1808/22 Finance**

It was **resolved** to approve the payments (vouchers 1 to 102) as per the lists appended to these minutes. Cllrs Bullen & Gordon carried out a random check of payments for audit purposes (voucher no's 4, 6, 20, 46, 69, 80, 86, 88A & 133)

It was **resolved** to approve the balance sheet for May 2018.

It was **resolved** to approve the income and expenditure account for May 2018.

The bank reconciliations for 30 April and 31 May 2018 were examined and approved by Cllr O'Brien before the meeting and the reconciliation for 30 June will be approved along with the next payment run.

Cllr Young will conduct the payments check for July and Cllr Bullen will conduct the payment check for August.

**1807/23 Awards and Honours Policy**

It was **agreed** to increase the amount that can be spent on bouquets for Golden and Diamond wedding anniversaries, 100+ birthdays, and Councillor and staff long term illness to a maximum of £30. And to increase the amount that can be spent on the purchase of a wreath when an existing or past Town Councillor or member of staff dies to a maximum of £50.

**1807/24 Internal Audit Report**

The internal report was considered item by item and the RFO provided information of steps already taken in relation to matters raised.

The RFO will provide a follow up report at the November committee meeting on the matters raised.

**1807/25 Purchase of a Mobilift (Portable Wheelchair Lift) to provide disabled access to the stage in the Main Hall**

The Mayor provided a verbal report following a demonstration of this lift at the Town Hall and explained that Access Theatre were willing to make a donation to the Council towards the cost of the purchase of this lift and were currently looking into obtaining funding.

It was **resolved** to suspend Financial Regulations because only one quote has been obtained due the height of the Main Hall stage and this is the only supplier found to supply a machine capable of reaching this height.

It was **resolved** to purchase a Mobilift.

**1807/26 Urgent Items**

Cllr Allen raised the question of the grant given to The Little Red Bus and where we stood now the organisation was due to cease.

*\*\*\* Cllrs Conway, Gordon and O'Brien declared an interest, left the room and took no part in discussions\*\*\**

It was decided to write a letter to the organisation reminding them that any unspent grant should be repaid to the Council.

**Date of Next Meeting**

The next meeting will be held on Wednesday 5 September 2018 at 7pm.

The meeting closed at 8:05 pm.

Signed ..... Date .....